

## CHARGES SCREEN

### Description:

*This screen is used to display, add, delete, and amend the charges on criminal or traffic cases. This screen is also used to display an original charge or information after it has been amended.*

### Reference:

*Uniform Misdemeanor Fine/Bail Schedule*

*Utah Rules of Judicial Administration (UCJA), Appendix C.*

*Utah Criminal Code*

[http://www.utcourts.gov/resources/rules/ucja/append/c\\_fineba/bailschedule-05232005.pdf](http://www.utcourts.gov/resources/rules/ucja/append/c_fineba/bailschedule-05232005.pdf)

### Overview:

*To update, amend, modify or delete charges, use the Charges Screen. As pleas are entered and charges are amended and/or disposed, that information is entered into the screen as well. The information from this screen is also provided electronically to the Bureau of Criminal Identification and the Driver License Division.*

*Cases remain active and pending until there is a disposition entered in every charge. Using the Charges Screen is crucial to managing the active pending case load.*

## CHARGES SCREEN

### Procedure/Computer Entry

#### Charges Screen

This screen may be accessed from the primary menu by using **Case > Charges** (Alt F2), and from most criminal screens. [\(See also criminal filing procedure\).](#)

Charges							
Case	055015557		Misdemeanor DUI	Domestic Violence <input type="checkbox"/>			
Name	TEST, TES CHARGES			Violation Date	02/01/2005		
				Violation Location			
Seq	Gov	Violation Code	Violation Description	Severity	Inchoate	Amend Date	
1	UT	41-6-44	DRIVING UNDER THE INFLUEN	MB			
		Reduced From DUI <input type="checkbox"/>	Plea	Disposition/Date			
2	UT	41-6A-601	SPEEDING	MC			
		Reduced From DUI <input type="checkbox"/>	Plea	Disposition/Date			
<hr/>							
Total Charges: 2							
		Repeat Charge		Special Processing		Amend Charge	
		Original Charge					
Disposed By				Find Violation		Attributes	
				Amend Info		Prev Info	
Alt Charging Agency:		Courts Offense List		Add		Delete	
				Enter		Exit	

## CHARGES SCREEN

### Menu Options

Menu Option	Description/Function
<b><u>A</u>dd</b>	Use this button to move the curser to the next row to add a new charge to the case.
<b>Amend <u>I</u>nf</b>	Select this button to amend the charge <b><i>when an information is amended by the prosecutor based on the evidence and what the prosecutor believes can be proven at trial.</i></b> When using this option, the amended charge will be reported to BCI as the underlying charge and not as an amended charge. The charge will not appear in the case history as being amended. To amend the information, highlight the charge before selecting the amend information button.
<b>Amend <u>C</u>harge</b>	Select this button to amend the charge <b><i>when an information is amended in court as part of a plea negotiation.</i></b> When using this option, both the original and amended charges will be reported to BCI and do appear in the case history. To amend a charge, highlight the charge before selecting the amend charge button.
<b><u>A</u>tttributes</b>	Use to select particular descriptions to support charges, if that language is included in the charge on the information or citation, but not already part of the statute cited in CORIS. Attributes may support an enhancement or lessen a penalty connected with charge.
<b><u>D</u>elete</b>	Use this button to delete a charge.
<b>Disposed <u>B</u>y</b>	Allows clerk to select from a drop-down box the judge who disposed of the case.
<b>Domestic Violence</b>	When selected, flags case as domestic violence related.
<b><u>E</u>nter</b>	Use this button to save the entered information.
<b><u>F</u>ind Violation</b>	Use this button to look up a violation. To replace a charge, highlight it before activating the find violation button.
<b>Inchoate</b>	Use to select additional charge information of <i>attempted or conspiracy</i> , if that language is included in the charge on the information or citation, but not already part of the statute cited in CORIS. In most instances, inchoate codes reduce the degree of the charge by one severity.
<b><u>O</u>riginal Charge</b>	Displays original charge, severity and attributes prior to amendments that were entered through the amend charge button.

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Menu Option	Description/Function
<b>Severity</b>	Selects severity of charge.
<b>Special Processing</b>	Adds additional information about a specific charge. This button will activate only on applicable charges.
<b>Violation Code</b>	Displays the violation statute.
<b>Violation Description</b>	Description of violation.

### Entering Charges

1. Tab to the area under **Violation Code** (or click on **Add**). Enter the code listed on the citation or information and tab to **Violation Description**. If violation does not appear, use the **Find Violation** button to search for the violation. ([See Find Violation procedure.](#))
2. Select **Domestic Violence** box if information states charge is domestic violence related.
3. Tab to **Severity** and select from drop-down box.
4. Select **Inchoate** code, if applicable (*Attempted* or *Conspiracy*), if that language is included in the charge on the information or citation. Do not add these codes if the language is already included as part of the statute cited in CORIS. These codes may be added when the original charge is created or when it is amended.
5. Enter **Attributes** from drop-down boxes, if applicable. Attributes are particular descriptions which support charges, and may support an enhancement or lessen a penalty connected with a charge. Add an attribute only if that language is included in the charge on the information or citation, but not already part of the statute cited in CORIS. Attributes in CORIS are: 1000 Feet Drug Free Zone, Accident, Alcohol, Bike, Child, Commercial vehicle, Drug Schedules 1 through 5, Firearm, Freeway, Gang, Hate Crime, Hazardous Material, Injury, School Zone, Vehicle Theft, Weapon, Woman.
6. Use **Special Processing** button to add any additional information about the charge, such as the miles traveled over the speed limit on a speeding citation. This button is activated only on applicable charges.
7. Use **Repeat Charge** button to enter duplicate charge, if necessary.
8. **Add** moves the curser to the next row to enter a new charge.

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9. To delete a charge, select the charge and click on **Delete**. A box will appear to confirm selection.
10. Activate **Enter** to save input.
11. **Exit** to leave the screen.

### Amending Charges

When a charge is amended as part of a plea negotiation, the amended charge(s) must be entered in the charges screen.

Click on the violation to be amended. Select **Amend Charge**. Enter the amend date and changes. ([See separate procedure for enhancements or 402 treatment.](#))

By selecting **Original charge** box on the bottom of the screen, the original charge will display with the severity and attributes. This displays but does not change the information on the screen.

### Amending Information

When an information is amended by the prosecutor based on the evidence and what the prosecutor believes can be proven at trial, the changes must be entered in the charges screen. If a formal amended information is filed, the document will also need to be entered in the document screen.

Click on the violation to be amended. Select **Amend Info**. Enter the amend date and changes.

### Entering Pleas

The plea is entered from the drop-down box by clicking on the box and typing the first letter of the word, or scrolling down and selecting the correct plea. ([See also plea in abeyance procedure.](#))

### Disposition/Date

A disposition of each charge must be entered before the case is completed. From the disposition drop-down box, select the disposition to be entered, tab and enter the date, and hit enter.

### Disposed By

In this box, enter the judge who took the final disposition of the case, if judge disposing of the case is different from the assigned judge.

**NOTE:** ([See also Forfeiture of Property procedure.](#))